



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

DATE: August 27, 2024

SUBJECT: Motion to approve the City Manager's recommendation of Ms. Isis Medina for the Human Resources Director Position - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager recommends the Human Resources Director position be filled with Ms. Medina's appointment.

BACKGROUND OF ITEM:

The position opening was posted on the City's website. Many applications were received expressing an interest in the position. A selection committee consisting of the City Manager, City Clerk and Interim Human Resources Director interviewed several qualified candidates. Ms. Medina was selected as the most qualified candidate based on her experience, education and credentials.

ANALYSIS:

Ms. Medina's extensive executive level experience in all disciplines of Human Resources management in both the public and private sectors established her as our primary candidate for the position. She has over 30 years' senior level experience in the implementation and support of internal policies, practices and programs. She demonstrated strong leadership qualities that will be most beneficial to our City which include employee relations and diversity, coaching and mentoring, and conflict resolution and intervention. Additionally, Ms. Medina oversaw all HR functions, including compensation, benefits, equal employment opportunity, training, recruitment, retention, workers compensation, litigation, payroll, policy development and employee assistance programs for a local government employer.

STRATEGIC PLAN:


Ms. Medina's experience and expertise in Human Resources will support the City's Strategic Plan goals - "Providing superior services", ensuring "programs and services are delivered by a motivated and flexible staff", and hiring and maintaining a "highly professional workforce."

FISCAL IMPACT:

Ms. Medina’s salary is budgeted for and funds are available from the Human Resources Department budget.

ATTACHMENTS:

- 1. Resume
- 2. The City’s Offer letter and acceptance by Ms. Medina

Workflow History 				
User	Task	Action	Date/Time	
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City ...	08/08/24 02:08 PM	
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City M...	08/09/24 09:28 AM	
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Cl...	08/09/24 09:30 AM	
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	08/13/24 01:52 PM	
Allen, Tedra	END WORKFLOW - APPROVED		08/14/24 09:54 AM	